



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 23, 1976	1. Agency Address Georgia Department of Human Resources Division of Benefits Payments Food Stamp Unit 618 Ponce de Leon, N. E. Atlanta, Georgia 30306	Application Number 76-115	Date Received MAR 26 1976
Application Number DHR-43		Date Completed APR 01 1976	
2. Person to Contact Mrs. Celia Sellers		Working Title Administrative Assistant	Telephone Number 894-4250
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1965	Latest present	5. Records Series Title (followed by title used in office, if different) FOOD STAMP ISSUANCE FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Benefits Payments is responsible for supervising and regulating assistance programs which provide to indigents in the State food and monetary assistance and/or medical care. The Food Stamp Unit is responsible for the administration of the Food Stamp program within the State. Included, but not limited to, are: the certification of applicant households; the acceptance, storage, and protection of coupons after their delivery to receiving points within the State; outreach to potentially eligible households; the issuance of food coupons to eligible households; and the control of and accountability for the food coupons.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the issuance of coupons in Georgia for the Food Stamp Program (Food Stamp Act of 1964). Included are: six-part form, FNS-260 (10-74) "Requisition for Food Coupons," which is a requisition from the various issuance points (such as banks, offices of county commissioners, county departments, and offices of ordinaries), to the State Food Office ordering food coupon books in various denominations; and supporting papers concerned with the issuance of the food stamps. (original + 2 (white) copies sent to U.S.D.A. + 1 (blue) (pink) State Food Office (yellow) Originating File is arranged: numerically according to nine-digit codes assigned by the U. S. Department of Agriculture			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>weekly</u> ; twenty-five months and older <u>weekly</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? not State office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	3 years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

see attached - Federal Register - page 11261

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then, _____

☒ Hold in the current files area _____ month(s) _____ year(s); then _____

☐ Transfer to local holding area; hold _____ year(s); then _____

☒ Transfer to State Records Center; hold 1 year(s); then _____

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Delia A. Sullivan</i>	3-23-76	<i>Elizabeth A. Clark</i> WMA	3/23/76
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>William M. Dixon</i>	3-31-76
		Secretary of State/Designee <i>Carroll Hart</i>	3-29-76
		Attorney General/Designee <i>MA Chell</i>	4-2-76